



**Office of the Vice President for Management and Budget
Procurement and Supplier Diversity Services**

Guidance Documents:

- Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Vendors (<https://vascupp.org/hem.pdf>), November 2011
- Commonwealth Accounting Policies and Procedures (CAPP) Manual (http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Main.cfm), October 2010
- Commonwealth of Virginia Executive Order 33 Enhancing Opportunities for Small, Women and Minority Owned Businesses ([http://www.lva.virginia.gov/public/EO/eo33\(2006\).pdf](http://www.lva.virginia.gov/public/EO/eo33(2006).pdf)), August 2006

The documents may be viewed Monday through Friday from 8:00 a.m. until 5:00 p.m. at Procurement Services, Carruthers Hall, 1001 N. Emmet Street, P.O. Box 400202, Charlottesville, VA 22904-4202. Copies may be obtained free of charge by contacting Eric Denby, Director of Procurement Services, at the same address, telephone (434) 924-4019, FAX (434) 982-2690, or e-mail ed@virginia.edu. Internet addresses for accessing the documents are listed below.

Questions regarding interpretation or implementation of the policies may be directed to Eric Denby at the above address, telephone number, or e-mail.

These documents and other relevant information as to how the University conducts business in the areas of purchasing, accounts payable, surplus property, and procurement with small, women-owned, and minority firms are also available on the University of Virginia's Procurement Services website (<http://www.procurement.virginia.edu/>).